Training Presentation

Summer Session Payroll Training (Lucidchart)
Graduate Division Office Hours: Summer Zoom
See this in Lucidchart here.

Summer Session Appointments

1. Create position (or extend if same)
   a. Make sure FTE is 0.00 for the Summer period
2. Add funding
   a. Refer to the "How to Create New Position Funding" Job Aid on UCPath Training Job Aids > Funding
3. Hire student into position
   a. Refer to Choosing the Correct Template and/or
4. Add additional pay OR complete additional pay spreadsheet
5. Use this Google Form to submit your spreadsheet by 8/7/2020 for Summer Session 2.
   a. School of Medicine/Health Sciences: If you are on the Health side of Campus and don’t have access, please email grademployment@ucsd.edu with sheet attached; Subject: Summer Session Additional Pay File - DEPT

UCPath Job Aid

“How to Process Payments for Graduate Students in Summer Session” found on https://ucpath.ucsd.edu/training/job-aids.html#PayPath-Tractions under PayPath Transactions

Please refer to this job aid to determine which scenario your student falls into:

- Existing Job is Active
- Exiting Job is on Short Work Break
- No Existing Job

Mass Upload

Additional Pay Mass Upload Spreadsheet

Submit Additional Pay Spreadsheet

1. Enter your name
2. Enter your email
3. Enter your department
4. Attach the spreadsheet and submit

Summer Session Resources

Summer Session Staff & Faculty Resources
Student Pay Rates - Associates, TAs, Readers, & Tutors

Associates-in-Lieu of TA - Senior TA Lead on Remote Teaching
Pay Rates for Summer Sessions